



JOIN OUR TEAM AND MAKE A DIFFERENCE!

“Action Inc is a non-profit organization dedicated to developing pathways out of poverty in Southwest Montana through innovative, community-based, collaborative approaches.”

COMPETITIVE COMPENSATION AND BENEFITS!

Chief Financial Officer

Employment/FLSA Status: Full-Time /Exempt

Wage: DOE; Open until filled!

Position Description

We are seeking an experienced professional to serve as the Chief Financial Officer (CFO). Through a respectful, constructive and energetic style guided by the objectives of the organization, the CFO plays an integral role in the administration of Community Action programs. The CFO is responsible for maintaining efficiency in all financial operations and provides the leadership and management necessary to ensure implementation of proper controls that support sound financial health. The CFO is responsible for maintaining accurate, timely and legally compliant financial records that enable the agency to continue its important work to alleviate poverty. In addition, the CFO provides the Chief Executive Officer with the technical analysis necessary to ensure sound planning and financially prudent decision making. The position requires a mission-focused, strategic, and process-minded leader. The CFO will have the skills, sensitivity, and personal confidence to help lead the agency with financial efficiency. This position oversees financial information for grants with varying grant periods. The incumbent must be able to analyze, assimilate and explain complex financial information.

Duties and Responsibilities

This CFO handles complex budget and financial data and ensures compliance with regulations and accepted practices. As well, the CFO is responsible for accurate and timely recording and reporting of all financial information according to generally accepted accounting principles (GAAP), federal regulations, and contractual agreements. The incumbent advises the Chief Executive Officer (CEO) on financial matters. This position requires the ability to effectively communicate orally and in writing; read and understand complex rules and regulations; calculate; budget; maintain complex financial records; design and implement the financial systems. This includes maintaining a reliable cash management process and reporting mechanism. The CFO will evaluate and advise on the impact of long range planning, introduction of new programs/strategies and regulatory action. The incumbent will be responsible for providing timely and accurate analysis of budgets, financial reports and financial trends to assist the CEO, the Board and other senior executives in performing their responsibilities.

Personnel Management

The CFO is responsible for the direct supervision of the Fiscal Manager and the indirect supervision of all employees in the fiscal department.

Desired Qualifications

At minimum, a bachelor's degree in accounting or business with an accounting emphasis and 10 years of experience is required. Not-for-profit accounting experience preferred. This position requires knowledge of GAAP, federal, state, local, and private grant regulations, OMB Circulars A-110, A-122, and A-133, federal Uniform Guidance, and the Single Audit Act. Must have demonstrated computer experience and knowledge of data processing as it relates to accounting systems; must be committed to the agency's mission and must possess the ability to effectively work in a team environment.

Action Inc. offers a competitive benefit package, which in addition to compensation, includes: paid vacation, sick and personal leave; paid holidays; medical, vision, dental, life insurance and retirement benefits through the Montana Public Employees Retirement System (PERS).

How to Apply

Apply on our website at www.butteassistanceprogrms.org/careers. You may also pick up an application at Action Inc., 25 W. Silver, Butte, MT 59701 or at the Butte Job Service, 2201 White Blvd, Butte, MT 59701. Submit completed application, resume and cover letter to the Butte Job Service, or Action Inc. You may also email application materials to jpaul@hrc12.org.

*Action Inc. is an Equal Opportunity Employer
Women, minorities, veterans, and individuals with disabilities are encouraged to apply.*